



## NOTICE OF CONTRACT RENEWAL

State Of Missouri  
Office Of Administration  
Division Of Purchasing  
PO Box 809  
Jefferson City, MO 65102-0809  
<http://oa.mo.gov/purchasing>

*miss*

*RFPS 30034901700042*

CONTRACT NUMBER CS170042002	CONTRACT TITLE Alternatives to Abortion Program Services
AMENDMENT NUMBER Amendment #002	CONTRACT PERIOD July 1, 2017 through June 30, 2018
REQUISITION/REQUEST NUMBER NR 886 DFA18000005	SAM II VENDOR NUMBER/MissouriBUYS SYSTEM ID 80045589000/ MB00094272
CONTRACTOR NAME AND ADDRESS CATHOLIC CHARITIES OF SOUTHERN MISSOURI 424 EAST MONASTERY STREET SPRINGFIELD MO 65807	STATE AGENCY'S NAME AND ADDRESS Department of Social Services Division of Finance & Administration Svs 221 W High Street, Room 310, PO Box 1082 Jefferson City MO 65102-1082
ACCEPTED BY THE STATE OF MISSOURI AS FOLLOWS:  Contract CS170042002 is hereby amended pursuant to the attached amendment #002, dated 08/08/17.	
BUYER Julie Kleffner	BUYER CONTACT INFORMATION Email: <a href="mailto:julie.kleffner@oa.mo.gov">julie.kleffner@oa.mo.gov</a> Phone: (573) 751-7656 Fax: (573) 526-9816
SIGNATURE OF BUYER <i>Julie Kleffner</i>	DATE 8-22-17
DIRECTOR OF PURCHASING <i>Karen S. Boeger</i> Karen S. Boeger	



STATE OF MISSOURI  
OFFICE OF ADMINISTRATION  
DIVISION OF PURCHASING  
CONTRACT RENEWAL

AMENDMENT NO.: 002  
CONTRACT NO.: CS170042002  
TITLE: Alternatives to Abortion Program Services  
ISSUE DATE: 07/31/17

REQ NO.: NR 886 DFA18000005  
BUYER: Julie Kleffner  
PHONE NO.: (573) 751-7656  
E-MAIL: [Julie.Kleffner@oa.mo.gov](mailto:Julie.Kleffner@oa.mo.gov)

TO: CATHOLIC CHARITIES OF SOUTHERN MISSOURI  
424 EAST MONASTERY STREET  
SPRINGFIELD MO 65807

RETURN AMENDMENT BY NO LATER THAN: 08/14/17 AT 5:00 PM CENTRAL TIME

RETURN AMENDMENT TO THE DIVISION OF PURCHASING (PURCHASING) BY E-MAIL, FAX, OR MAIL/COURIER:

SCAN AND E-MAIL TO:	<a href="mailto:Julie.Kleffner@oa.mo.gov">Julie.Kleffner@oa.mo.gov</a>
FAX TO:	(573) 526-9816
MAIL TO:	PURCHASING, P.O. Box 809, Jefferson City, Mo 65102-0809
COURIER/DELIVER TO:	PURCHASING, 301 West High Street, Room 630, Jefferson City, Mo 65101-1517

DELIVER SUPPLIES/SERVICES FOB (Free On Board) DESTINATION TO THE FOLLOWING ADDRESS:

Missouri Department of Social Services  
Division of Finance and Administrative Services  
221 W. High Street, Room 310  
Post Office Box 1082  
Jefferson City MO 65102-1082

SIGNATURE REQUIRED

VENDOR NAME	MissouriBUYS SYSTEM ID (SEE VENDOR PROFILE - MAIN INFORMATION SCREEN)
Catholic Charities of Southern Missouri, Inc.	MB00094272
MAILING ADDRESS	
424 E Monastery St	
CITY, STATE, ZIP CODE	
Springfield, MO 65807	

CONTACT PERSON	EMAIL ADDRESS
Maura Taylor	<a href="mailto:mtaylor@ccsomo.org">mtaylor@ccsomo.org</a>
PHONE NUMBER	FAX NUMBER
417-720-4213	417-720-4216
VENDOR TAX FILING TYPE WITH IRS (CHECK ONE)	
<input type="checkbox"/> Corporation <input type="checkbox"/> Individual <input type="checkbox"/> State/Local Government <input type="checkbox"/> Partnership <input type="checkbox"/> Sole Proprietor <input checked="" type="checkbox"/> IRS Tax-Exempt	
AUTHORIZED SIGNATURE	DATE
	8/8/17
PRINTED NAME	TITLE
Maura Taylor	Executive Director

**AMENDMENT #002 TO CONTRACT CS1700420002****CONTRACT TITLE:** Alternatives to Abortion Program Services**CONTRACT PERIOD:** July 1, 2017 through June 30, 2018

The State of Missouri hereby exercises its option to renew the above-referenced contract and desires to amend the contract.

Effective July 1, 2017, the administrative responsibilities of the Alternatives to Abortion was transferred from the Office of Administration, Commissioner's Office to the Missouri Department of Social Services at the following address:

Missouri Department of Social Services  
Division of Finance and Administrative Services  
221 W. High Street, Room 310  
Post Office Box 1082  
Jefferson City MO 65102-1082

Therefore, the all references to the state agency shall be hereby deemed to mean the Missouri Department of Social Services.

Consequently, Attachment 3 has been revised to refer to the Department of Social Services in lieu of the Office of Administration. All references to Attachment 3 shall be hereby deemed to mean the attached Attachment 3 referencing the Department of Social Services.

The General Assembly has made available additional funds for Alternatives to Abortion Program services. Therefore, pursuant to paragraph 2.12.3 b. of the RFP portion of the contract, the above-referenced contract shall be renewed for up to the maximum annual total price specified below. The contractor shall indicated in the table below the maximum annual total price for the provision of the Alternatives to Abortion Program services. In no event shall the contractor quote a price to exceed the maximum price identified in italics below. The Non-Residential Services, price per client, per month and the Residential Care Services, price per client, per month shall remain the same.

Geographic Region 7	\$ <u>\$253,019.59</u> maximum annual total price ( <i>\$253,019.59</i> )
Geographic Region 8	\$ <u>\$56,076.63</u> maximum annual total price ( <i>\$56,076.63</i> )
Geographic Region 9	\$ <u>\$129,089.16</u> maximum annual total price ( <i>\$129,089.16</i> )

The contractor must provide a budget/price analysis of the maximum annual total price and a budget narrative.

Attachment 5, attached hereto, has been revised to reflect the new contract period.

The contractor shall sign and return this document, along with completed pricing, budget/price analysis, and budget narrative, on or before the date indicated.

**NOTE:** The contractor's failure to complete and return this document shall not stop the action specified herein. If the contractor fails to complete and return this document prior to the return date specified or the effective date of the contract period stated above, whichever is later, the state may renew the contract at the same price(s) as the previous contract period or at the price(s) allowed by the contract, whichever is lower.

**Catholic Charities of Southern Missouri  
Alternatives to Abortion Program Services  
Proposed Budget FY 18  
Region 7**

<b>Maximum Annual Total Price</b>	<b>253,019.59</b>
-----------------------------------	-------------------

<u><b>Indirect Admin Costs 10%</b></u>	<b>22,579.05</b>
--	------------------

**Direct Admin Costs**

Program Salaries	141,500.41
------------------	------------

Employee Benefits	43,865.13
-------------------	-----------

Employee Travel	
-----------------	--

Employee Training	
-------------------	--

Office Rent/Space	30,000.00
-------------------	-----------

Office Utilities	9,400.00
------------------	----------

Facility Insurance	1,025.00
--------------------	----------

Office Supplies	
-----------------	--

Office Communications	
-----------------------	--

Office Repairs	
----------------	--

Total Direct	<u>225,790.54</u>
--------------	-------------------

**Participant Services**

Transportation	
----------------	--

Job Training	
--------------	--

Tuition Assistance	
--------------------	--

Contracted Residential Care	
-----------------------------	--

Utility Assistance	
--------------------	--

Emergency Shelter	
-------------------	--

Housing Assistance	
--------------------	--

Residential Care	4,650.00
------------------	----------

Total Participant	<u>4,650.00</u>
-------------------	-----------------

Total	<u><u>253,019.59</u></u>
-------	--------------------------

**ALTERNATIVES TO ABORTION PROGRAM SERVICES**  
**JULY 1, 2017 THROUGH JUNE 30, 2018**  
**BUDGET NARRATIVE**  
**REGION 7**

**Overview**

The following is an explanation of the budget requested by Catholic Charities of Southern Missouri (CCSOMO) that will be utilized solely in the provision of services under the A2A program in Region 7 in the State of Missouri. Personnel assigned will consist of the LifeHouse Maternity Crisis Home staff located in Springfield, MO. This budget encompasses staff providing 24-hour coverage to the residents of LifeHouse, occupancy costs and residential care needs. Non-residential services are also available to be provided.

The budget request is limited to an average of 6-7 residents based on a \$115.15 per day or \$42,030 on an annual basis even though the participants in the residential program exceeds that average.

**DIRECT ADMINISTRATIVE COSTS**

**Program Salaries and Wages: \$141,500.41**

This represents approximately 47% of the total annual salaries and wages necessary to maintain 24-hour coverage of the LifeHouse operation. Positions included in total salaries/benefits: the LifeHouse Program Director, case management staff, nurse, counselor, live-in housemother, administrative assistant and PRN staff.

**Fringe Benefits: \$43,865.13**

This includes the employer-paid portion of FICA/medicare taxes, pension, health insurance premiums, state unemployment and worker's compensation. This is based on the same percentage as for salaries/benefits.

**Office/rent space: \$30,000**

LifeHouse offices and dormitory space is 60% of the square footage of the campus at 424 E Monastery in Springfield, which equates to \$2,500 per month.

**Office utilities: \$9,400**

Utilities for the 424 E Monastery campus are allocated based on square footage also, which is estimated low for the year.

**Facility insurance: \$1,025**

This is based on the property valuation of LifeHouse to the value of total property insured on an annual basis.

**PARTICIPANT SERVICES**

**Residential care: \$4,650**

LifeHouse receives other grants that reimburse generally for food, medical and other needs of the participants. The amount charged to the A2A program is for the estimated unfunded food and supplies for the year.

**Catholic Charities of Southern Missouri  
Alternatives to Abortion Program Services  
Proposed Budget FY 18  
Region 8**

**Maximum Annual Total Price 56,076.63**

**Indirect Admin Costs 10% 4,588.79**

**Direct Admin Costs**

**Program Salaries 19,921.11**

**Employee Benefits 9,141.74**

**Employee Travel 3,300.00**

**Employee Training**

**Office Rent/Space 1,800.00**

**Office Utilities 640.00**

**Facility Insurance 35.00**

**Office Supplies 150.00**

**Office Communications 1,300.00**

**Office Repairs**

**WKO 9,600.00**

**Total Direct 45,887.85**

**Participant Services**

**Transportation**

**Job Training**

**Tuition Assistance**

**Contracted Residential Care**

**Utility Assistance 300.00**

**Emergency Shelter 1,149.99**

**Housing Assistance 4,000.00**

**Other 150.00**

**Total Participant 5,599.99**

**Total 56,076.63**

**ALTERNATIVES TO ABORTION PROGRAM SERVICES**  
**JULY 1, 2017 THROUGH JUNE 30, 2018**  
**BUDGET NARRATIVE**  
**REGION 8**

**Overview**

The following is an explanation of the budget requested by Catholic Charities of Southern Missouri (CCSOMO) that will be utilized solely in the provision of services under the A2A program in Region 8 in the State of Missouri. Personnel assigned will consist of staff assigned to the Van Buren office and for supervisory staff of that office. This budget encompasses staff, staff travel, occupancy costs, supplies, communications and participant needs.

Staff allocation and direct assistance needs have been limited due to the reduced funding received for FY 18.

**DIRECT ADMINISTRATIVE COSTS**

**Program Salaries and Wages: \$19,921.11**

This is to fund a limited allocation for case management, administrative assistance and supervision of the program. Due to decreased funding for Region 8, the staff assigned to this region is in need of funding from other sources in order to assist with salaries and benefits while still providing the services under the A2A program.

**Fringe Benefits: \$9,141.74**

This includes the employer-paid portion of FICA/medicare taxes, pension, health insurance premiums, state unemployment and worker's compensation. This is based on the same percentage as for staff salaries/benefits.

**Employee Travel: \$3,300**

This is for monthly mileage incurred by case management to serve participants in the rural spread out area of Region 8 and for travel for supervisory staff to the Van Buren office and to Springfield for A2A meetings.

**Office Rent/Space: \$1,800**

This represents 30% of annual rent paid for the Van Buren office.

**Office Utilities: \$640**

This represents 30% of estimated annual utilities for the Van Buren office.

**Facility Insurance: \$35**

This is based on the property valuation of the Van Buren office to the value of total property insured on an annual basis.

**Office Supplies: \$150**

This is for estimated office needs for case management, i.e., folders, printing, envelopes, etc. and is limited.

**Office Communications: \$1,300**

This includes monthly cell phone service, office landline/internet and computer management based on staff percentages.

**Whole Kids Outreach: \$9,600**

CCSOMO contracts with Whole Kids Outreach to provide services to A2A participants in Region 8. This helps to further the outreach of the program.

**PARTICIPANT SERVICES**

**Utility Assistance: \$300**

**Emergency Assistance: \$1,149.99**

**Housing Assistance: \$4,000**

**Other Assistance: \$150**

This is for program participant needs as allowed under the A2A contract, Section 2.3.2. Primarily needs are for utility assistance, emergency assistance and housing assistance but there will be general needs also. The budget is an estimate only for each category since it is difficult to budget needs for the upcoming 12 months.



**Catholic Charities of Southern Missouri  
Alternatives to Abortion Program Services  
Proposed Budget FY 18  
Region 9**

**Maximum Annual Total Price      129,089.16**

**Indirect Admin Costs 10%      9,477.20**

**Direct Admin Costs**

**Program Salaries      51,585.49**

**Employee Benefits      20,251.47**

**Employee Travel      7,200.00**

**Employee Training**

**Office Rent/Space      1,245.00**

**Office Utilities      1,190.00**

**Facility Insurance      125.00**

**Office Supplies      230.00**

**Office Communications      1,920.00**

**Office Repairs**

**Meeting/outreach      150.00**

**Curriculum      2,875.00**

**WKO      8,000.00**

**Total Direct      94,771.96**

**Participant Services**

**Transportation**

**Job Training**

**Tuition Assistance**

**Contracted Residential Care**

**Utility Assistance      2,350.00**

**Emergency Shelter      3,000.00**

**Housing Assistance      17,000.00**

**Other      2,490.00**

**Total Participant      24,840.00**

**Total      129,089.16**

**ALTERNATIVES TO ABORTION PROGRAM SERVICES**  
**JULY 1, 2017 THROUGH JUNE 30, 2018**  
**BUDGET NARRATIVE**  
**REGION 9**

**Overview**

The following is an explanation of the budget requested by Catholic Charities of Southern Missouri (CCSOMO) that will be utilized solely in the provision of services under the A2A program in Region 9 in the State of Missouri. Personnel assigned will consist of staff assigned to the Sikeston and Cape Girardeau offices and for supervisory staff located in the Cape Girardeau office. This budget encompasses staff, staff travel, occupancy costs, supplies, communications, curriculum and participant needs.

**DIRECT ADMINISTRATIVE COSTS**

**Program Salaries and Wages: \$51,585.49**

This is to fund an allocation of case management staff, administrative assistance and for supervision of the program.

**Fringe Benefits: \$20,251.47**

This includes the employer-paid portion of FICA/medicare taxes, pension, health insurance premiums, state unemployment and worker's compensation. This is based on the same percentage as for staff salaries/benefits.

**Employee Travel: \$7,200**

This is for monthly mileage incurred by case management to serve participants in Region 9 and for travel for supervisory staff for outreach and to Springfield for A2A meetings.

**Office Rent/Space: \$1,245**

This represents 33% of annual association fees paid for the Cape Girardeau-Broadway office.

**Office Utilities: \$1,190**

This represents 33% of estimated annual utilities for the Cape Girardeau-Broadway office.

**Facility Insurance: \$125**

This is based on the property valuation of the Cape Girardeau-Broadway office to the value of total property insured on an annual basis.

**Office Supplies: \$230**

This is for estimated office needs for case management, i.e., folders, printing, envelopes, etc. and is limited.

**Office Communications: \$1,920**

This includes monthly cell phone service, office landline, office internet and computer management based on staff percentages.

**Meeting/Outreach: \$150**

This is for A2A presentations at meetings for representation of Region 9.

**Curriculum: \$2,875**

This is support and education materials for participants in the A2A program.

**Whole Kids Outreach: \$8,000**

CCSOMO contracts with Whole Kids Outreach to provide services to A2A participants in Region 9. This helps to further the outreach of the program.

**PARTICIPANT SERVICES**

**Utility Assistance: \$2,350**

**Emergency Shelter: \$3,000**

**Housing Assistance: \$17,000**

**Other Assistance: \$2,490**

This is for program participant needs as allowed under the A2A contract, Section 2.3.2. Primarily needs are for utility assistance, emergency shelter and housing assistance but there will be general needs also. The budget is an estimate only for each category since it is difficult to budget needs for the upcoming 12 months.

## Reimbursement Request for Other Services

Subcontractor: \_\_\_\_\_

Date Enrolled \_\_\_\_\_

Reason for denying purchase: \_\_\_\_\_

**Missouri Office of Administration**

**A2A Quarterly Expenditure Report**

Agency: [Insert Agency Name]

Contract Number:

*Program Year July 1, 2017 - June 30, 2018*

**Revenue**

Revenue Request

**Federal (TANF)**

\$ -

**Indirect Administrative Costs Calculations**

**Option 1: Federally Negotiated Indirect Cost Rate (FNICR)**

Application Base:

\$ -

Federally Negotiated Indirect Cost Rate (FNICR): %

0.00%

**Total Indirect Administrative Costs**

\$ -

OR

**Option 2: 10% De Minimus (use if no FNICR)**

Application Base: Modified Total Direct Administrative Cost

\$ -

10%

**Total Indirect Administrative Costs**

\$ -

**Direct Administrative Costs**

**Federal (TANF)**

Program Salaries and Wages

\$ -

Employee Benefits

\$ -

Employee Travel

\$ -

Employee Training

\$ -

Office Rent/Space

\$ -

Office Utilities

\$ -

Facility Insurance

\$ -

Office Supplies (under \$5,000)

\$ -

Equipment (Capitol Equipment over \$5,000 threshold)

\$ -

Office Communications

\$ -

Office Repairs and Maintenance

\$ -

Contract/Consulting

\$ -

Other (list):

\$ -

(add other categories as needed)

\$ -

**Total Direct Administrative Cost**

\$ -

Less:

Equipment (Capital Equipment over the \$5,000 threshold)

0

Contracting/Consulting (amount of each contract service over \$25,000)

0

Other based on definition

0

**Modified Total Direct Administrative Cost**

\$ -

**Participant Services**

**Federal (TANF)**

Transportation

\$ -

Job Training

\$ -

Tuition Assistance

\$ -

Contracted Residential Care

\$ -

Utility Assistance

\$ -

Emergency Shelter

\$ -

Housing Assistance

\$ -

(add others as needed)

\$ -

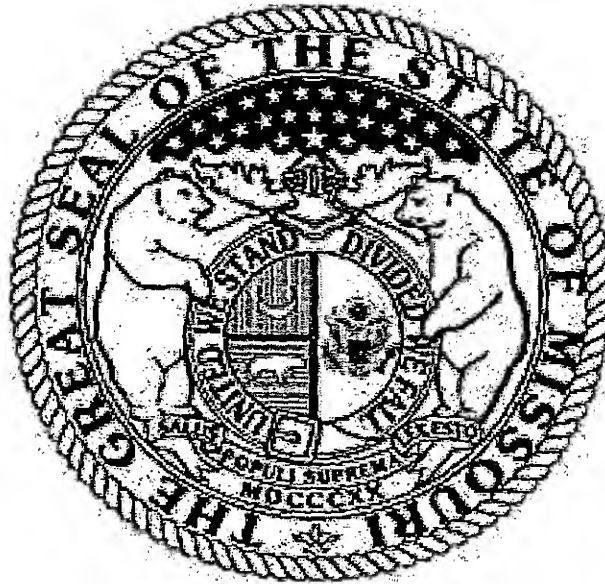
**Total Participant Costs**

\$ -

*I hereby certify that the budget is taken from the original Books of Account and that budget amounts are valid and consistent with the terms of the contract.*

Signature of Authorized Representative of [Insert Agency Name]

Date



**State of Missouri**  
**OFFICE OF ADMINISTRATION**

Division of Purchasing  
Contract Amendment Documentation

The following documentation consists of additional contract amendment documentation. The additional contract amendment documentation is not a part of the official contract amendment, but provides supporting information for the official contract amendment.

**Kleffner, Julie**

---

**From:** Morrison, Mary Ann  
**Sent:** Wednesday, August 16, 2017 3:53 PM  
**To:** Kleffner, Julie  
**Subject:** FW: CCSOMO signed contract and amendment 002  
**Attachments:** CS170042002-002 (Catholic Charities of SOMO - FY18) APPROVED 8-16-17.pdf

Please see attached.  
Thanks.

**Mary Ann Morrison, Procurement Officer II**  
DSS/DFAS  
Phone: (573) 526-3433  
Fax: (573) 526-4678  
Email: [maryann.morrison@dss.mo.gov](mailto:maryann.morrison@dss.mo.gov)

---

**From:** Benne, Joy  
**Sent:** Wednesday, August 16, 2017 3:50 PM  
**To:** Morrison, Mary Ann  
**Subject:** FW: CCSOMO signed contract and amendment 002

Mary Ann,  
Please find attached the amendment and "APPROVED" budget for Catholic Charities of Southern Missouri, Inc.

The original documents received contained an error on Region 7. The "Indirect Admin Costs 10%" was calculated incorrectly thus requiring revised documents for Region 7 to be received. The documents consisted of the budget breakdown and the budget narrative. All original documents are attached.

Thanks.

*Joy E Benne, Fiscal Administrative Mgr.*  
Missouri Department of Social Services  
Division of Finance & Administrative Services  
Phone: (573) 751-7027  
Fax: 573-751-7598  
Email: [joy.e.benne@dss.mo.gov](mailto:joy.e.benne@dss.mo.gov)

---

**From:** Morrison, Mary Ann  
**Sent:** Tuesday, August 08, 2017 2:34 PM  
**To:** Benne, Joy  
**Subject:** FW: CCSOMO signed contract and amendment 002

Joy,

Please review the attached amendment for Catholic Charities and advise if acceptable.

Thanks.

**Mary Ann Morrison, Procurement Officer II**

DSS/DFAS

Phone: (573) 526-3433

Fax: (573) 526-4678

Email: [maryann.morrison@dss.mo.gov](mailto:maryann.morrison@dss.mo.gov)

---

**From:** Kleffner, Julie  
**Sent:** Tuesday, August 08, 2017 2:26 PM  
**To:** Morrison, Mary Ann  
**Subject:** FW: CCSOMO signed contract and amendment 002

Please review and advise if acceptable to proceed

Julie Kleffner, CPPB  
Division of Purchasing  
Harry S Truman Bldg, Room 630  
Post Office Box 809  
Jefferson City MO 65102-0809  
Phone: 573-751-7656  
Fax: 573-526-9816

**From:** Maura Taylor [<mailto:mtaylor@ccsomo.org>]  
**Sent:** Tuesday, August 08, 2017 12:58 PM  
**To:** Kleffner, Julie <[Julie.Kleffner@oa.mo.gov](mailto:Julie.Kleffner@oa.mo.gov)>; Laura Guy-Rice <[lgrice@ccsomo.org](mailto:lgrice@ccsomo.org)>  
**Subject:** CCSOMO signed contract and amendment 002

Julie  
Attached is the signed document with budget projections and narrative.

Please confirm receipt.

Have a great day.

Maura

**Maura Taylor**  
Executive Director  
Catholic Charities of Southern Missouri  
424 E. Monastery St. | Springfield, MO 65807  
(417)720-4213 ext:104 cell (417)413-9790 | fax (417)720-4216





STATE OF MISSOURI  
OFFICE OF ADMINISTRATION  
DIVISION OF PURCHASING  
CONTRACT RENEWAL

AMENDMENT NO.: 002  
CONTRACT NO.: CS170042002  
TITLE: Alternatives to Abortion Program Services  
ISSUE DATE: 07/31/17

REQ NO.: NR 886 DFA18000005  
BUYER: Julie Kleffner  
PHONE NO.: (573) 751-7656  
E-MAIL: [Julie.Kleffner@oa.mo.gov](mailto:Julie.Kleffner@oa.mo.gov)

TO: CATHOLIC CHARITIES OF SOUTHERN MISSOURI  
424 EAST MONASTERY STREET  
SPRINGFIELD MO 65807

RETURN AMENDMENT BY NO LATER THAN: 08/14/17 AT 5:00 PM CENTRAL TIME

RETURN AMENDMENT TO THE DIVISION OF PURCHASING (PURCHASING) BY E-MAIL, FAX, OR MAIL/COURIER:

SCAN AND E-MAIL TO:	<a href="mailto:Julie.Kleffner@oa.mo.gov">Julie.Kleffner@oa.mo.gov</a>
FAX TO:	(573) 526-9816
MAIL TO:	PURCHASING, P.O. Box 809, Jefferson City, Mo 65102-0809
COURIER/DELIVER TO:	PURCHASING, 301 West High Street, Room 630, Jefferson City, Mo 65101-1517

DELIVER SUPPLIES/SERVICES FOB (Free On Board) DESTINATION TO THE FOLLOWING ADDRESS:

Missouri Department of Social Services  
Division of Finance and Administrative Services  
221 W. High Street, Room 310  
Post Office Box 1082  
Jefferson City MO 65102-1082

SIGNATURE REQUIRED

VENDOR NAME		MissouriBIDS SYSTEM ID (SEE VENDOR PROFILE - MAIN INFORMATION SCREEN)	
Catholic Charities of Southern Missouri, Inc.		MB00094272	
MAILING ADDRESS			
424 E Monastery St			
CITY, STATE, ZIP CODE			
Springfield, MO 65807			
CONTACT PERSON		EMAIL ADDRESS	
Maura Taylor		<a href="mailto:mtaylor@ccsomo.org">mtaylor@ccsomo.org</a>	
PHONE NUMBER		FAX NUMBER	
417-720-4213		417-720-4216	
VENDOR TAX FILING TYPE WITH IRS (CHECK ONE)			
<input type="checkbox"/> Corporation <input type="checkbox"/> Individual <input type="checkbox"/> State/Local Government <input type="checkbox"/> Partnership <input type="checkbox"/> Sole Proprietor <input checked="" type="checkbox"/> IRS Tax-Exempt			
AUTHORIZED SIGNATURE		DATE	
		8/8/17	
PRINTED NAME		TITLE	
Maura Taylor		Executive Director	

**AMENDMENT #002 TO CONTRACT CS1700420002****CONTRACT TITLE:** Alternatives to Abortion Program Services**CONTRACT PERIOD:** July 1, 2017 through June 30, 2018

The State of Missouri hereby exercises its option to renew the above-referenced contract and desires to amend the contract.

Effective July 1, 2017, the administrative responsibilities of the Alternatives to Abortion was transferred from the Office of Administration, Commissioner's Office to the Missouri Department of Social Services at the following address:

Missouri Department of Social Services  
Division of Finance and Administrative Services  
221 W. High Street, Room 310  
Post Office Box 1082  
Jefferson City MO 65102-1082

Therefore, the all references to the state agency shall be hereby deemed to mean the Missouri Department of Social Services.

Consequently, Attachment 3 has been revised to refer to the Department of Social Services in lieu of the Office of Administration. All references to Attachment 3 shall be hereby deemed to mean the attached Attachment 3 referencing the Department of Social Services.

The General Assembly has made available additional funds for Alternatives to Abortion Program services. Therefore, pursuant to paragraph 2.12.3 b. of the RFP portion of the contract, the above-referenced contract shall be renewed for up to the maximum annual total price specified below. The contractor shall indicated in the table below the maximum annual total price for the provision of the Alternatives to Abortion Program services. In no event shall the contractor quote a price to exceed the maximum price identified in italics below. The Non-Residential Services, price per client, per month and the Residential Care Services, price per client, per month shall remain the same.

Geographic Region 7	\$ <u>\$253,019.59</u> maximum annual total price ( <i>\$253,019.59</i> )
Geographic Region 8	\$ <u>\$56,076.63</u> maximum annual total price ( <i>\$56,076.63</i> )
Geographic Region 9	\$ <u>\$129,089.16</u> maximum annual total price ( <i>\$129,089.16</i> )

The contractor must provide a budget/price analysis of the maximum annual total price and a budget narrative.

Attachment 5, attached hereto, has been revised to reflect the new contract period.

The contractor shall sign and return this document, along with completed pricing, budget/price analysis, and budget narrative, on or before the date indicated.

**NOTE:** The contractor's failure to complete and return this document shall not stop the action specified herein. If the contractor fails to complete and return this document prior to the return date specified or the effective date of the contract period stated above, whichever is later, the state may renew the contract at the same price(s) as the previous contract period or at the price(s) allowed by the contract, whichever is lower.

**Catholic Charities of Southern Missouri  
Alternatives to Abortion Program Services  
Proposed Budget FY 18  
Region 7**

**Maximum Annual Total Price 253,019.59**

**Indirect Admin Costs 10% 25,301.96**

**Direct Admin Costs**

**Program Salaries 140,494.33**

**Employee Benefits 42,148.30**

**Employee Travel**

**Employee Training**

**Office Rent/Space 30,000.00**

**Office Utilities 9,400.00**

**Facility Insurance 1,025.00**

**Office Supplies**

**Office Communications**

**Office Repairs**

**Total Direct 223,067.63**

**Participant Services**

**Transportation**

**Job Training**

**Tuition Assistance**

**Contracted Residential Care**

**Utility Assistance**

**Emergency Shelter**

**Housing Assistance**

**Residential Care 4,650.00**

**Total Participant 4,650.00**

**Total 253,019.59**

**ALTERNATIVES TO ABORTION PROGRAM SERVICES**  
**JULY 1, 2017 THROUGH JUNE 30, 2018**  
**BUDGET NARRATIVE**  
**REGION 7**

**Overview**

The following is an explanation of the budget requested by Catholic Charities of Southern Missouri (CCSOMO) that will be utilized solely in the provision of services under the A2A program in Region 7 in the State of Missouri. Personnel assigned will consist of the LifeHouse Maternity Crisis Home staff located in Springfield, MO. This budget encompasses staff providing 24-hour coverage to the residents of LifeHouse, occupancy costs and residential care needs. Non-residential services are also available to be provided.

The budget request is limited to an average of 6-7 residents based on a \$115.15 per day or \$42,030 on an annual basis even though the participants in the residential program exceeds that average.

**DIRECT ADMINISTRATIVE COSTS**

**Program Salaries and Wages: \$140,494.33**

This represents approximately 47% of the total annual salaries and wages necessary to maintain 24-hour coverage of the LifeHouse operation. Positions included in total salaries/benefits: the LifeHouse Program Director, case management staff, nurse, counselor, live-in housemother, administrative assistant and PRN staff.

**Fringe Benefits: \$42,148.30**

This includes the employer-paid portion of FICA/medicare taxes, pension, health insurance premiums, state unemployment and worker's compensation. This is based on the same percentage as for salaries/benefits.

**Office/rent space: \$30,000**

LifeHouse offices and dormitory space is 60% of the square footage of the campus at 424 E Monastery in Springfield, which equates to \$2,500 per month.

**Office utilities: \$9,400**

Utilities for the 424 E Monastery campus are allocated based on square footage also, which is estimated low for the year.

**Facility insurance: \$1,025**

This is based on the property valuation of LifeHouse to the value of total property insured on an annual basis.

**PARTICIPANT SERVICES**

**Residential care: \$4,650**

LifeHouse receives other grants that reimburse generally for food, medical and other needs of the participants. The amount charged to the A2A program is for the estimated unfunded food and supplies for the year.

**Catholic Charities of Southern Missouri  
Alternatives to Abortion Program Services  
Proposed Budget FY 18  
Region 8**

**Maximum Annual Total Price 56,076.63**

**Indirect Admin Costs 10% 4,588.79**

**Direct Admin Costs**

**Program Salaries 19,921.11**

**Employee Benefits 9,141.74**

**Employee Travel 3,300.00**

**Employee Training**

**Office Rent/Space 1,800.00**

**Office Utilities 640.00**

**Facility Insurance 35.00**

**Office Supplies 150.00**

**Office Communications 1,300.00**

**Office Repairs**

**WKO 9,600.00**

**Total Direct 45,887.85**

**Participant Services**

**Transportation**

**Job Training**

**Tuition Assistance**

**Contracted Residential Care**

**Utility Assistance 300.00**

**Emergency Shelter 1,149.99**

**Housing Assistance 4,000.00**

**Other 150.00**

**Total Participant 5,599.99**

**Total 56,076.63**

**ALTERNATIVES TO ABORTION PROGRAM SERVICES**  
**JULY 1, 2017 THROUGH JUNE 30, 2018**  
**BUDGET NARRATIVE**  
**REGION 8**

**Overview**

The following is an explanation of the budget requested by Catholic Charities of Southern Missouri (CCSOMO) that will be utilized solely in the provision of services under the A2A program in Region 8 in the State of Missouri. Personnel assigned will consist of staff assigned to the Van Buren office and for supervisory staff of that office. This budget encompasses staff, staff travel, occupancy costs, supplies, communications and participant needs.

Staff allocation and direct assistance needs have been limited due to the reduced funding received for FY 18.

**DIRECT ADMINISTRATIVE COSTS**

**Program Salaries and Wages: \$19,921.11**

This is to fund a limited allocation for case management, administrative assistance and supervision of the program. Due to decreased funding for Region 8, the staff assigned to this region is in need of funding from other sources in order to assist with salaries and benefits while still providing the services under the A2A program.

**Fringe Benefits: \$9,141.74**

This includes the employer-paid portion of FICA/medicare taxes, pension, health insurance premiums, state unemployment and worker's compensation. This is based on the same percentage as for staff salaries/benefits.

**Employee Travel: \$3,300**

This is for monthly mileage incurred by case management to serve participants in the rural spread out area of Region 8 and for travel for supervisory staff to the Van Buren office and to Springfield for A2A meetings.

**Office Rent/Space: \$1,800**

This represents 30% of annual rent paid for the Van Buren office.

**Office Utilities: \$640**

This represents 30% of estimated annual utilities for the Van Buren office.

**Facility Insurance: \$35**

This is based on the property valuation of the Van Buren office to the value of total property insured on an annual basis.

**Office Supplies: \$150**

This is for estimated office needs for case management, i.e., folders, printing, envelopes, etc. and is limited.

**Office Communications: \$1,300**

This includes monthly cell phone service, office landline/internet and computer management based on staff percentages.

**Whole Kids Outreach: \$9,600**

CCSOMO contracts with Whole Kids Outreach to provide services to A2A participants in Region 8. This helps to further the outreach of the program.

**PARTICIPANT SERVICES**

**Utility Assistance: \$300**

**Emergency Assistance: \$1,149.99**

**Housing Assistance: \$4,000**

**Other Assistance: \$150**

This is for program participant needs as allowed under the A2A contract, Section 2.3.2. Primarily needs are for utility assistance, emergency assistance and housing assistance but there will be general needs also. The budget is an estimate only for each category since it is difficult to budget needs for the upcoming 12 months.

**Catholic Charities of Southern Missouri  
Alternatives to Abortion Program Services  
Proposed Budget FY 18  
Region 9**

**Maximum Annual Total Price      129,089.16**

**Indirect Admin Costs 10%      9,477.20**

**Direct Admin Costs**

**Program Salaries      51,585.49**

**Employee Benefits      20,251.47**

**Employee Travel      7,200.00**

**Employee Training**

**Office Rent/Space      1,245.00**

**Office Utilities      1,190.00**

**Facility Insurance      125.00**

**Office Supplies      230.00**

**Office Communications      1,920.00**

**Office Repairs**

**Meeting/outreach      150.00**

**Curriculum      2,875.00**

**WKO      8,000.00**

**Total Direct      94,771.96**

**Participant Services**

**Transportation**

**Job Training**

**Tuition Assistance**

**Contracted Residential Care**

**Utility Assistance      2,350.00**

**Emergency Shelter      3,000.00**

**Housing Assistance      17,000.00**

**Other      2,490.00**

**Total Participant      24,840.00**

**Total      129,089.16**



**ALTERNATIVES TO ABORTION PROGRAM SERVICES**  
**JULY 1, 2017 THROUGH JUNE 30, 2018**  
**BUDGET NARRATIVE**  
**REGION 9**

**Overview**

The following is an explanation of the budget requested by Catholic Charities of Southern Missouri (CCSOMO) that will be utilized solely in the provision of services under the A2A program in Region 9 in the State of Missouri. Personnel assigned will consist of staff assigned to the Sikeston and Cape Girardeau offices and for supervisory staff located in the Cape Girardeau office. This budget encompasses staff, staff travel, occupancy costs, supplies, communications, curriculum and participant needs.

**DIRECT ADMINISTRATIVE COSTS**

**Program Salaries and Wages: \$51,585.49**

This is to fund an allocation of case management staff, administrative assistance and for supervision of the program.

**Fringe Benefits: \$20,251.47**

This includes the employer-paid portion of FICA/medicare taxes, pension, health insurance premiums, state unemployment and worker's compensation. This is based on the same percentage as for staff salaries/benefits.

**Employee Travel: \$7,200**

This is for monthly mileage incurred by case management to serve participants in Region 9 and for travel for supervisory staff for outreach and to Springfield for A2A meetings.

**Office Rent/Space: \$1,245**

This represents 33% of annual association fees paid for the Cape Girardeau-Broadway office.

**Office Utilities: \$1,190**

This represents 33% of estimated annual utilities for the Cape Girardeau-Broadway office.

**Facility Insurance: \$125**

This is based on the property valuation of the Cape Girardeau-Broadway office to the value of total property insured on an annual basis.

**Office Supplies: \$230**

This is for estimated office needs for case management, i.e., folders, printing, envelopes, etc. and is limited.

**Office Communications: \$1,920**

This includes monthly cell phone service, office landline, office internet and computer management based on staff percentages.

**Meeting/Outreach: \$150**

This is for A2A presentations at meetings for representation of Region 9.

**Curriculum: \$2,875**

This is support and education materials for participants in the A2A program.

**Whole Kids Outreach: \$8,000**

CCSOMO contracts with Whole Kids Outreach to provide services to A2A participants in Region 9. This helps to further the outreach of the program.

**PARTICIPANT SERVICES**

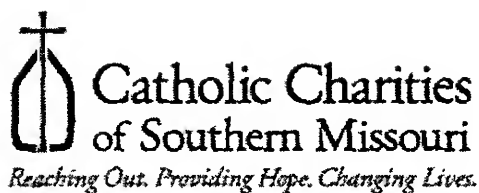
**Utility Assistance: \$2,350**

**Emergency Shelter: \$3,000**

**Housing Assistance: \$17,000**

**Other Assistance: \$2,490**

This is for program participant needs as allowed under the A2A contract, Section 2.3.2. Primarily needs are for utility assistance, emergency shelter and housing assistance but there will be general needs also. The budget is an estimate only for each category since it is difficult to budget needs for the upcoming 12 months.



## Catholic Charities of Southern Missouri

[www.ccsomo.org](http://www.ccsomo.org)

Your generosity helps to bring hope to thousands of children, families and adults in southern Missouri.

*Confidentiality Notice: This electronic communication is from Catholic Charities of Southern Missouri and is only intended for its addressee. This communication may contain information that is privileged, confidential or otherwise protected from disclosure by law and/or by Catholic Charities of Southern Missouri policy. If you are not the intended recipient, or the employee or agency responsible for delivering this information to its recipient, do not copy, circulate, forward or otherwise disclose this document. If you have received this message in error, please notify the sender immediately by return email.*

# MEMORANDUM

Office of Administration  
Division of Purchasing

**TO:** Laura Ortmeyer

**FROM:** Julie Kleffner 

**DATE:** July 19, 2017

**RE:** Renewal/Amendment to the Alternatives to Abortion Program Services Contracts

The Department of Social Services has requested the Alternatives to Abortion Program Services contracts, CS170042001 through CS170042009, be renewed with a funding increase pursuant to House Bill 11, section 11.120, lines 2 through 6. Pursuant to paragraph 2.12.3 b. of the RFP portion of the contract, funds may increase at the time of renewal if funds are appropriated by the General Assembly.

The contracts are also being amended as follows:

1. The administrative responsibilities of the Alternatives to Abortion Program transferred from the Office of Administration to the Department of Social Services.
2. As a result of the transfer of administrative responsibilities, Attachment 3 is being revised to reflect the correct state agency.
3. Attachment 5 is being revised to reflect the appropriate contract period.

Due to the legislature including a rate increase in the Fiscal Year Budget via House Bill 11 (see attached) and is allowed by paragraph 2.12.3 b. of the contract, I am processing the renewal to the contracts allowing a price increase.

Additionally, 1 CSR 40-1.050 (8) states, "*Contracts awarded as the result of a competitive solicitation may be amended when such an amendment is in the best interest of the state and does not significantly alter the original intent or scope of the contract.*"

Therefore, since the intent and scope of the contract are not altered, I am proceeding to amend the contract as requested.

**Kleffner, Julie**

---

**From:** Benne, Joy  
**Sent:** Wednesday, July 19, 2017 3:42 PM  
**To:** Morrison, Mary Ann; Kleffner, Julie  
**Subject:** RE: NR 886 DFA18000005-Alternatives to Abortion-FY18 Renewal  
**Attachments:** RE: A2A FY18 Funding

Please see the attached email from Laclede County Pregnancy Center stating they do not want the increased funding for FY18. Thanks

*Joy E Benne, Fiscal Administrative Mgr.*

Missouri Department of Social Services  
Division of Finance & Administrative Services  
Phone: (573) 751-7027  
Fax: 573-751-7598  
Email: [joy.e.benne@dss.mo.gov](mailto:joy.e.benne@dss.mo.gov)

---

**From:** Morrison, Mary Ann  
**Sent:** Wednesday, July 19, 2017 3:39 PM  
**To:** Kleffner, Julie  
**Cc:** Benne, Joy  
**Subject:** RE: NR 886 DFA18000005-Alternatives to Abortion-FY18 Renewal

In addition to response (2), Laclede County Pregnancy Support Center communicated with DSS they did not want the increased funding for FY18. Let me know if you need the documentation and I'll get it from the Program. Thanks.

**Mary Ann Morrison, Procurement Officer II**  
DSS/DFAS  
Phone: (573) 526-3433  
Fax: (573) 526-4678  
Email: [maryann.morrison@dss.mo.gov](mailto:maryann.morrison@dss.mo.gov)

---

**From:** Morrison, Mary Ann  
**Sent:** Wednesday, July 19, 2017 3:29 PM  
**To:** Kleffner, Julie  
**Cc:** Benne, Joy  
**Subject:** RE: NR 886 DFA18000005-Alternatives to Abortion-FY18 Renewal

Thank you!

In response to (1), funding increase was based on HB 11, section 11.120 lines 2 through 6 minus 3% Governor's reserve on the general revenue portions (line 4) and per DSS upper management, line 6 funding amount was not included (if you need a copy of the HB, just let me know.

In response to (2), funding allocation approximate percentage was taken from section 3.3.2 of the RFP. This percentage was multiplied against the total funding allocation available for FY18 (HB11, section 11.120, lines 4 through 6) which gave the amount of funding for each of the 9 regions. Each region amount was based on # of awards made for each region as outlined in subsection of 3.3.2. Determination on who received the highest percentage is based on ranking from the evaluation process.

Please let me know if there is any additional information needed.

**Mary Ann Morrison, Procurement Officer II**

DSS/DFAS

Phone: (573) 526-3433

Fax: (573) 526-4678

Email: [maryann.morrison@dss.mo.gov](mailto:maryann.morrison@dss.mo.gov)

---

**From:** Kleffner, Julie

**Sent:** Wednesday, July 19, 2017 1:05 PM

**To:** Morrison, Mary Ann

**Subject:** RE: NR 886 DFA18000005-Alternatives to Abortion-FY18 Renewal

I will get something drafted for your review.

Please provide (1) an explanation (e-mail/memo) explaining why funds have increased and (2) an explanation how funding for each contractor was determined for inclusion in the contract file.

Thank you

---

**From:** Morrison, Mary Ann

**Sent:** Wednesday, July 19, 2017 12:50 PM

**To:** PURCHMAIL <[purchmail@oa.mo.gov](mailto:purchmail@oa.mo.gov)>; Ortmeyer, Laura <[Laura.Ortmeyer@oa.mo.gov](mailto:Laura.Ortmeyer@oa.mo.gov)>; Kleffner, Julie <[Julie.Kleffner@oa.mo.gov](mailto:Julie.Kleffner@oa.mo.gov)>

**Subject:** NR 886 DFA18000005-Alternatives to Abortion-FY18 Renewal

In reference to NR 886 DFA18000005, please renew Alternatives to Abortion contracts/ CS170042001-009. The attached backup documentation includes the amendment verbiage, updated attachments and FY18 budget amounts for each contract (column I).

Prior to sending out for signature, please provide a copy of the amendment for program review.

Please contact me with any questions.

Thank you.

**Mary Ann Morrison, Procurement Officer II**

Missouri Department of Social Services

Division of Finance & Administrative Services

615 Howerton Court

P.O. Box 1643

Jefferson City, MO 65102-1643

Phone: (573) 526-3433

Fax: (573) 526-4678

Email: [maryann.morrison@dss.mo.gov](mailto:maryann.morrison@dss.mo.gov)

**Confidentiality Notice:** This electronic communication is from the Missouri Department of Social Services (DSS), Division of Finance & Administrative Services, and is only intended for its addressee. This communication may contain information that is privileged, confidential or otherwise protected from disclosure by law and/or DSS policy. If you are not the intended recipient, or the employee or agency responsible for delivering this information to its recipient, do not copy, circulate, forward or otherwise disclose this document. If you have received this message in error, please notify the sender immediately by return email at [maryann.morrison@dss.mo.gov](mailto:maryann.morrison@dss.mo.gov) or by phone at 573-526-3433.

**Kleffner, Julie**

---

**From:** Abigail Chisom <abigail@psclebanon.org>  
**Sent:** Tuesday, July 18, 2017 12:23 PM  
**To:** Benne, Joy  
**Subject:** RE: A2A FY18 Funding

Hi Joy,

Since things have changed with the maternity home funding method we haven't used as much funding. I think we better stay with our original amount at this time so the money can be put to good use elsewhere.

Thank you,

Abigail Chisom  
Assistant Director  
Laclede County Pregnancy Support Center  
417-532-8555

---

**From:** Benne, Joy [mailto:Joy.E.Benne@dss.mo.gov]  
**Sent:** Tuesday, July 18, 2017 11:57 AM  
**To:** 'Abigail Chisom'  
**Subject:** A2A FY18 Funding

Abigail,

Question for Laclede County Pregnancy Support Center....For FY2018 the A2A program was given additional funding. Would Laclede County Pregnancy Support Center be able to spend the extra funding in FY2018 if awarded?

We are possibly looking at more than what was stated for maximum annual total price on the contract award page from OA. DSS wants to make sure everyone can use the extra funding without lapsing any.

*Joy E Benne, Fiscal Administrative Mgr.*

Missouri Department of Social Services  
Division of Finance & Administrative Services  
Broadway State Office Building  
221 W. High St., Room 310  
P.O. Box 1082  
Jefferson City, MO 65102-1082  
Phone: (573) 751-7027  
Fax: 573-751-7598  
Email: [joy.e.benne@dss.mo.gov](mailto:joy.e.benne@dss.mo.gov)

**Confidentiality Notice:** This electronic communication is from the Missouri Department of Social Services (DSS), Division of Finance & Administrative Services, and is only intended for its addressee. This communication may contain information that is privileged, confidential or otherwise protected from disclosure by law and/or DSS policy. If you are not the intended recipient, or the employee or agency responsible for delivering this information to its recipient, do not copy, circulate, forward or otherwise disclose this document. If you have received this message in error, please notify the sender immediately by return email at [joy.e.benne@dss.mo.gov](mailto:joy.e.benne@dss.mo.gov) or by phone at 573-751-7027.



Revised 08/17/15

NR 886 DPA 18000005

<b>1. Indicate Contract Amendment Type</b>		RENEWAL: <input checked="" type="checkbox"/> PERIOD OF <u>3</u> TOTAL		Performance Security Deposit: \$ _____	
<input type="checkbox"/> Renewal - % Increase <input type="checkbox"/> Renewal - \$ Increase <input type="checkbox"/> Renewal - W/O Increase <input type="checkbox"/> SFS Renewal - Prices In Original Contract <input type="checkbox"/> SFS Renewal - Prices Not in Original Contract		<input type="checkbox"/> Cost Savings <input type="checkbox"/> Cost Savings		Surety Bond: \$ _____  Annual Wage Order Number: _____ Annual Wage Order Date: _____ County(ies): _____	
<b>EXTENSION PERIOD:</b>				Other Instructions: _____	
<input type="checkbox"/> Extension - 30-Day <input type="checkbox"/> Termination <input type="checkbox"/> Extension - \$ Increase <input type="checkbox"/> Extension - W/O Increase <input type="checkbox"/> Assignment <input type="checkbox"/> Cancellation/Termination <input checked="" type="checkbox"/> Other Amendment		<input type="checkbox"/> Cost Savings			
<b>2. Preliminary Tasks/Verifications</b>					
A. Section 34.040.6, RSMo		Buyer/Section Support		DT 7-31-17	
B. Purchasing Suspension List		Buyer/Section Support		DT 7-31-17	
C. Federal Suspension - SAM.GOV		Buyer/Section Support		DT 7-31-17	
D. Labor Stds - OA/FMDC Contractor Debarment Lists		Buyer/Section Support			
E. Review of Participation Commitment Attainment - If app, Verify Receipt of 1st Renewal - Blind/Shel Wkshp Affdvt		Buyer			
F. SFS Review/Justification - Insert Advertising Date, if applicable		Buyer			
<b>3. Prepare Contract Amendment</b>		Buyer/Section Support		DT 7-31-17	
<b>4. Review/Approve Contract Amendment (If Signature Required)</b>		Buyer		CK 7-31-17	
Initial	Supervisor	Section Manager	Asst Director	Director	
Date		LO 8/1/17			
<b>5. E-Mail/Fax Contract Amendment (If Signature Required)</b>		Buyer/Section Support		DT 8-1-17	
Contractor E-Mail Address/Fax Number		m.faylor@csmo.org			
State Agency Contact E-Mail Address		Mandy Ann Morrison			
Section 34.040.6, RSMo, Letter		Follow-Up Notes:			
<b>6. Review Contract Amendment Response - Verifications</b>					
A. Renewal/Extension Pricing		Buyer/Section Support			
B. Section 34.040.6, RSMo		Buyer/Section Support			
C. Performance Security Deposit/Surety Bond		Buyer/Section Support			
D. Renewal/Extension with Cost Savings Language		Buyer			
E. Statewide Notice		Buyer			
F. SFS Authorized Limit \$		Buyer			
<b>G. Contract Assignment Only Verifications - Complete unless completed in Step 2 above.</b>					
1. E-Verify Exhibit/Affidavit/Documentation		Buyer/Section Support			
2. Assignment and Consent Form		Buyer/Section Support			
3. Purchasing Suspension List		Buyer/Section Support			
4. Federal Suspension - SAM.GOV		Buyer/Section Support			
5. Labor Stds - OA/FMDC Contractor Debarment Lists		Buyer/Section Support			
<b>7. Prepare Contract Amendment Award Document/Statewide Notice</b>		Buyer/Section Support		DT 8-22-17	
<b>8. Review/Approve Contract Amendment Award Document</b>		Buyer		CK 8-22-17	
Initial	Supervisor	Section Manager	Asst Director	Director	
Date		LO 8/22/17			
<b>9. Process Contract Amendment</b>		Buyer/Section Support		DT 8-25-17	
AM 300 PMM 00076392 ma		Buyer/Section Support		DT 8-25-17	
Distribute E-Verify & SDV Documents		Buyer/Section Support			
E-Mail/Fax NOA to Contractor/Assignee & Agency Contact		Buyer/Section Support		DT 8-25-17	
Copy/Save As Statewide Notice to Internet Folder		Buyer/Section Support			
<b>10. Log Participation Commitment Information</b>		Central Support-Participation			
<b>11. Image Contract Amendment Packet</b>		Central Support-Imaging		DT 9-13	